



TRAVANCORE TITANIUM PRODUCTS LIMITED
Kochuveli, Thiruvananthapuram 695 021
Phone : 0471 2502163 email: contract@ttpltd.in

CD/CN/SC-46 /Photo Copier /25-26

09.02.2026

Tender Notice

Sealed tenders are invited from experienced firms/contractors in prescribed format for the work of “**Supply of Photo Copier on rental basis for a period of One year**”. The tender shall be enclosed in an envelope, sealed and superscripted with Tender No., Date and due date and description as “**Supply of Photo Copier on rental basis for a period of One year**”. The same shall then be forwarded to **The HOD (Commercial), Travancore Titanium Products Limited, Kochuveli, Thiruvananthapuram, Kerala Pin 695 021.**

The tender form can be obtained from the office of the under signed between 9.00 a.m and 4.00 p.m on all working days except Saturdays, after remitting the tender form cost. **Cost of tender form is ₹300/-+GST @ 18% (Total ₹354/-)** Tender document can also be downloaded from our website (www.travancoretitanium.com) and shall submit the Tender along with a DD against the tender form cost & EMD in favour of Travancore Titanium Products Limited payable at Thiruvananthapuram.

₹1380/- (by cash /DD) (refundable)

Sealed Tenders will be received at our office on all working days and the last date for submitting the same is on **24.02.2026** at 12 noon. Tenders received after the due date & time will not be accepted. Fax/email offers also will not be accepted. The bids will be opened on 2 pm on **24.02.2026** in the presence of the tenderers present at that time.

for TRAVANCORE TITANIUM PRODUCTS LIMITED

Head of the Department (Commercial)

Encl: proforma

Signature of the bidder:

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TRAVANCORE TITANIUM PRODUCTS LIMITED
Kochuveli, Thiruvananthapuram 695 021
email: contract@ttpltd.in

Tender Notice

Tender No.CD/CN/SC-46/ Photo Copier /25-26

09.02.2026

*Name of work: "Supply of Photo Copier on rental basis for a period of One year".
Due date: 24.02.2026 up to 12 noon (date of submission of tenders)*

Sealed Tenders are invited from experienced firms/contractors in the field in prescribed format for the Supply of one no Photo Copier on rental basis for a period of One year.The work should be carried out as perthe scope of workand subject to the terms and conditions.

I. Scope of work: Supply of one no of Photo Copier on rental basis for a period of One year as per the below description.

Sl No	Description	Minimum Configuration
1	Machine Type	A3 Digital Duplex copier, printer, colour scanner
2	Copy/Print Speed	Minimum 25CPM/PPM, Speedy copying with scan once & Print many
3	Zoom	25% to 400% in 1% Increments
4	Paper Capacity	Minimum 1000 sheets,50 sheets multi by pass
5	Possible copy/print size	Up to A3
6	Printer type	Network
7	Scanner type	Network, colour
8	Duplex printing	yes
9	RADF	yes

II. Pre Qualification criteria

1. Bidder shall have past satisfactory experience in supplying photocopiers on rental/supply to any reputed organization. For which the bidder has to submit at least two work order copies within last three years ending September 2024.
2. The bidder must have their registered office/warehouse in Kerala. Bidder shall submit a copy of the certificate of registration.

Signature of the Bidder:

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III.Period of contract: One year from the date of award of work order. The contract period is extendable for a period of three months after one year. The contract rate for the extended period will be either the existing rate or the rate at which the new tender is finalized whichever is less.

IV Payment terms: On monthly basis with the recommendation of officer in charge

V. Terms and Conditions

1. The firms participating in the tender must have PAN and GST Registration certificate. Copy of the same shall be submitted along with the tender.
2. The successful bidder shall give proper training to TTPL staff to operate the machine.
3. All the maintenance, repair, replacement of spares of the machine are under the scope of the contractor.
4. The successful bidder shall keep two nos of filled toners at TTPL for ready replacement.
5. If any instructions / requirement raised by TTPL shall be attended by the contractor immediately.
6. TTPL will not be responsible or pay any compensation for the machine fault.
7. Installation/re installation demonstration and providing training are under the scope of the contractor.
8. All supporting documents mentioned under pre-qualification criteria to be submitted along with the tender document.
9. No transportation charges, loading/unloading for the machine will be paid as extra.
10. The bidder shall quote prices for all items as per the price proforma. Incomplete price proforma, bids without signature, bids without tender form cost and EMD will be rejected.
11. If the machine found defective after installation or any time during the contract period that should be replaced free of cost within 24 hrs to the satisfaction of TTPL Authorities.
12. Delivery period: The machine shall be delivered within 7 days from the date of issue of the work order.
13. The price shall be quoted in the enclosed prescribed price format only with signature, date and seal of the bidder.

VI. General Terms and Conditions.

1. The bidder shall submit Tender document duly filled and signed along with the enclosures mentioned in the tender document within the time stipulated in the tender notice. Bids should bear the signature of the bidder in all pages.
2. The bidder shall remit the tender form cost and EMD as given in the tender document. The bids without remitting tender form cost, EMD and not signing tender document will be rejected.
3. The rate quoted shall be exclusive of GST and the GST applicable should be mentioned at the space provided in the Price format. If the bidder is below the threshold limit of GST that should be mentioned in the price format and a self declaration shall be submitted with the tender.
4. The tender must be firm for a period of three months from the date of opening of the tender or till the tender is decided, whichever is earlier during which period the bidder will not be free to withdraw the tender. Any such withdrawal will entail forfeiture of the Earnest Money Deposit (EMD) and also result in the tenderer being made liable for the losses and damages sustained by the company in rearranging the work.
5. It is no binding on the company to accept the lowest offer. The company reserves the right to cancel/postpone the tender or to reject any or all offers without assigning any reason.

Signature of the Bidder:

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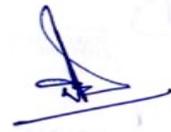
6. The tenderer should remit the Earnest Money Deposit (EMD) mentioned in this document in cash/DD and proof of thereof should be enclosed along with the tender. Other mode of remittance will not be accepted. Tender without sufficient EMD will be rejected.
7. Remittance of EMD is exempted for PSUs and Labour Cooperative Societies. However, exemption from the tender form cost is not permitted.
8. If any irregularity or fraudulent behavior is noticed on part of the contractor / his agents / representatives or the crew of the vehicle engaged by the contractor for the performance of the contract, the company reserves the right to take all suitable action deemed fit against the contractor and those concerned.
9. The Contractor/their representatives should strictly adhere to the Safety Rules prevailing in the company while entering/working in the campus failing which penalty will be imposed as decided by TTPL. The Company is in no way responsible for any injury, disability or death of contractor's workmen due to non-compliance of safety regulations.
10. The workers engaged by the contractor shall wear the ID cards provided from the Main gate Security persons and displayed same while on work.
11. The work should be completed within the time limit given by the Officer in charge of the work.
12. The Company reserves the right to cancel the work order forfeiting security deposit if the work is not started within 7 days from the date of receipt of work order and also to terminate the contract at any time if the work is not done with proportionate progress to the satisfaction of the company officials and in all such cases the company will be at liberty to get the work done in any manner that the company thinks fits and all losses and damage sustain by the company in this regard will be recovered from contractor and his assets.
13. Company reserve the right to accept/reject any of the tender after evaluation with or without assigning reason no matter whether a Tenderer has quoted the lowest rate. All questions/disputes arising out or in connection with this shall be decided by the Managing Director of the company and his decision thereof shall be final and binding to all tenderers.
14. Any dispute or questions relating to or arising out of the finalization of this tender, if remains, shall be subject to the executive jurisdiction of the courts at Thiruvananthapuram.
15. **Agreement:** The liability of contractor/bidder under this contract will commence on the date specified in the letter of Intent/ Work order. The successful bidder shall be required to execute an agreement with TTPL immediately from the date of issue of work order if the contract value is above Rs 1,00,000/- for carrying out the work according to the terms and conditions of the contract given along with work order. The agreement shall be executed on Rs. 200/-Stamp paper and shall be in the proforma as specified by TTP. The provision contained in tender papers and other documents exchanged between the Bidder and TTP shall form part of the contract. The Earnest Money Deposit is liable to be forfeited in case the contractor fails to execute the Agreement within the stipulated period as mentioned above.
16. **Liquidated damages:** 0.5% of the contract amount will be levied per week as liquidated damages, subject to a maximum of 10% for delay in completion of the work beyond the stipulated period
17. **Security Deposit:** The successful tenderer shall provide a Security Deposit equal to 5% of the contract value immediately from the date of issue of work order for the due performance of the contract. The Security deposit shall not bear any interest and shall be released only after successful completion of contract. EMD of the successful bidder will be released after remitting SD.
18. **Validity of rates:** The quoted rate must be valid for a period for 90 days from the date of opening of the tender and till the completion of the work if the contract is awarded.
19. If the Contractor fails to remit SD and execute agreement within the stipulated period, Company have the right to cancel the work order awarded to the successful bidder

Signature of the Bidder:

and the work will either be executed by L2 bidder or any other source at the risk and cost of the successful bidder.

20. **Tender Form Cost: ₹300/- + GST @ 18% (Total ₹354/-)**
21. **Earnest Money Deposit (EMD): ₹ 1380/- (refundable)**
22. **Exemption in Tender Form Cost and EMD for MSME & startups is as per Govt. rules.**
23. **Due date of Submission of tender: 24.02.2026 upto 12.00 noon and will be opened at 2.00 p.m.** on the same day in the presence of those tenderers who are present at that time.
24. **Documents to be submitted along with the tender**
 1. **Tender Document duly filled and signed in all pages**
 2. **Proof of Documents as per prequalification criteria**
 3. **Proof of Tender cost and EMD remittance**
 4. **Self-attested copy GST and PAN.**
 5. **Self-declaration- (A)**
25. Evaluation of bids: The evaluation of the bids will be based only on the documents submitted.
26. Deductions: All statutory deductions will be made from the contractor's bill as per rules.

for TRAVANCORE TITANIUM PRODUCTS LIMITED



Head of the Department (Commercial)

PARTICULARS OF TENDERER

1. Name of the Bidder:
2. (a) Registered office address of the Bidder:

(b) Address for correspondence:
3. Phone Nos.:
4. Mobile Nos.:
5. E-mail address:
8. Status of the tenderer (Individual, Prop. firm, Partnership, Ltd. Company, Co-operative Society, Other):
9. Registration No.:
10. Year of establishment:
11. PAN:
12. GST Registration No.
15. MSME (if applicable) registration number:
16. Name and address of Proprietor/ Partners/ Directors:

Declaration

I/We confirm that I/we have read and understood all tender conditions and we accept all tender conditions in its entirety.

Date:

Signature:

Name of Person signing:

Tenderer's Name and address with seal:

Place:

Date:

Signature of the Bidder:

PRICE PROFORMA

Tender No.CD/CN/SC-46 / Photo Copier /25-26

09.02.2026

Name of work: *“Supply of Photo Copier on rental basis for a period of One year”*.

Machine Details.

SI No	Description	Minimum Configuration	Proposed System/ Model/Configuration /availability
1	Machine Type	Digital copier, printer, scanner	
2	Machine Brand and Model No.		
3	Copy Speed	Minimum 25 copy speed	
4	Zoom	25% to 400%	
5	Paper Capacity	Minimum 1000 sheets,50 sheets multi by pass	
6	Possible copy/print (colour) size	Up to A3	
7	Printer type	Network	
8	Scanner type	Network, colour	
9	Duplex printing	yes	
10	RADF	yes	
<u>Price Proforma</u>			
1	Rent per month	Rs.	
2	Free copies per month	Rs.	
4	Extra copies cost(per no)	Rs.	
5	Any other cost	Rs.	
6	% of GST	Rs.	

If GST not mentioned, the rate will be considered as inclusive of GST.

Signature of the Tenderer :

Name &Address. :

Signature of the Bidder:

SELF DECLARATION

Date:

From

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To

The Head of Department (Commercial)
Travancore Titanium Products Limited
Kochuveli, Thiruvananthapuram,
Kerala – 695 021.

Sir,

Sub: Tender for ***Supply of Photo Copier on rental basis for a period of One year***

Ref: **Tender No Tender No. CD/CN/SC-46 /Photo Copier /25-26 DATED 09.02.2026**

1. I/We have carefully studied the terms and conditions of the tender vide your **Tender No. CD/CN/SC-46 /Photo Copier /25-26 DATED 09.02.2026**
2. I/We hereby certify that we have never been banned/black listed/suspended by any of the State/UT/Central Government/ PSU organizations.
3. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation/cancellation/termination without any notice at the sole discretion of the company.

Yours faithfully,

Signature and Address of the Contractor.